



# ExamView Best Practices

Follow these useful procedures and best practices to help ensure a successful, issue-free testing experience.

For the most part, Examview is working for most teachers, BUT there are some flaws.

## What are the problems?

## How can I avoid issues?

**1. Students receive a '0' even though they took the test OR students grades don't show up at all.**

- 1. DO NOT get results from LAN test while students are still testing.**
- 2. Make sure the students are selecting "THE END" button when they are finished with test, not the red X in the top right corner.**
- 3. Make sure the laptops don't go to sleep during the test or that students are not turning off the wireless during the test.**
- 4. Make sure you have not made any changes to the class after making the assignment. You can update tests from the file menu.**

## SUGGESTIONS:

1. Have the students minimize their tests results until you have imported the grades into the test at the end of the period. That way if an error has occurred you can see the students score and then record it.
2. Have the students record their answers on a separate piece of paper as backup

**2. The only student answer data that can be edited is the total score. Individual answers cannot be manually inputted. These students would not be included in any item analysis.**

**3. Word documents of existing test questions can be imported into Examview. Detailed instructions will be coming soon.**

**4. If a student missed a test, you can edit the assignment and revise the criteria and then the student can take the test. There is no need to create another assignment for make-ups.**

**5. The “View Results after date” DOES NOT allow the student to go back and see what they have missed. There are several ways to get the students a hard copy of their tests.**

- 1. Print a copy from the Reports menu in Examview Test Manager**
- 2. IF students have recorded their answers on a separate piece of paper, put a copy of the test in labshares or put it on your projector and have the students check their work and make test corrections.**
- 3. Create a PDF copy and save it into each student’s number folder. This would entail you having set up a shortcut to each one of your students numbers. If you are unsure on how to do that, there is a handout at Forneyshares-Instructional\_Resources-`Tutorial-Turn-it-in - “How to create access to student folders”**

**Why its worth your time:**

## **IT GRADES IT FOR YOU**

**Data, Data, Data - You can instantly have access to your student’s performance and easily formulate whole class and individual remediation plans.**

**Data, Data, Data - You can make an assessment in less than 5 minutes utilizing questions that are from other sources**

## **IT GRADES IT FOR YOU**

**A copy of the official manual has been downloaded to Forneyshares-Instructional\_Resources-`Tutorial-Examview**

**It details how each question type works and how to change the point values.**